

WODEN EARLY CHILDHOOD CENTRE

STAFF DEVELOPMENT REVIEW POLICY

POLICY STATEMENT:

Woden Early Childhood Centre recognises the importance of a formal communication process between staff and supervisors in relation to staff's ongoing support and professional development requirements.

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE:

The professional development of staff impacts on job performance and is a key component of the provision of high quality education and care programs for children and their families

SCOPE: This policy applies to all staff within the Centre

RELEVANT LEGISLATION: N/A

QUALITY ASSURANCE SYSTEM:

Quality Improvement & Accreditation System – Quality Practices Guide, 2005 (P7.4)

LOCATION OF INFORMATION:

This information is provided to staff during induction and in the Staff Handbook.

SOURCE DOCUMENTS:

- * Community Child Care NSW. *Managing a Child Care Service*, 2005. Section 7.
- * *Quality Improvement & Accreditation System – Quality Practices Guide 2005*

KEY RESOURCES:

- Making the most of professional development (Fewster & Strode-Penny. *Putting Children First*. Vol 7, 2003)

LINKING POLICIES

Inclusion Policy
Policy development and Review
Staff Recruitment
Staff meetings

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10

Introduction

Woden Early Childhood Centre expects staff to perform their duties to the best of their ability and to undertake their role in a professional manner at all times. In return, management supports all staff in their growth as a professional within the Centre. Therefore, professional development is viewed as a joint responsibility of staff and management.

Open and on-going communication between staff and their supervisor about their work and their development as a professional occurs throughout the year. This can happen through a range of opportunities such as training, access to resources, mentoring, through informal feedback and discussion and through formal supervision sessions, such as the Staff Development Review (SDR) process.

This communication is viewed as a positive process that is focused on enhancing professional practices within the Centre and growing the professional capacity of staff. The SDR is an important tool for continuous quality improvement. It is a two way process and the formal SDR process is a summary of most issues and needs identified during the previous year, by the staff member and their supervisor, plus plans for the coming year.

Goals

The goals of the SDR are to:

- i) recognise staff achievements in their work and identify areas of strength
- ii) consider ways to improve the skills, knowledge and effectiveness of staff
- iii) identify work issues and strategies to address them
- iv) develop an effective and efficient training and development plan for staff
- v) link Centre goals effectively to staff development

Practices

- 1) *Overview of the process*
 - a) During induction, staff become familiar with the SDR document and process.
 - b) SDRs are carried out annually.
 - c) Staff are given the SDR form a week before the agreed discussion time and both supervisor and staff complete the form and exchange them at least 2 days before the agreed meeting date.
 - d) At the discussion meeting, both work through the SDR questions and the supervisor records the issues and details discussed – usually a combination of comments made from the individual forms onto an integrated form.
 - e) Identify and record any issues of disagreement on the integrated form .

- f) Each person signs their original form and both sign the completed integrated form.
- g) Record whether a review of the process or content of the SDR by a Board/Committee member is requested, by whom and why it is requested.
- h) Unless another review is requested, original copies and the integrated copy are placed in the staff member's personnel file to inform subsequent reviews.
- i) A copy of the integrated SDR is provided to the staff member.
- j) All discussions and documents relating to the SDR are confidential.

2) *Review by Committee*

- a) The President/Chair of Committee selects a Committee representative to undertake the SDR process, if this has been requested.
- b) This representative views all the documents and considers the reason/s for the request.
- c) If the request for review is agreed to, the representative makes a time with both staff members.
- d) Both staff members are present to discuss their perspective on the SDR and the Committee representative completes another and final SDR document, which all parties then sign.

Staff Development Review

Name:

Position:

Period under Review:

Supervisor:

Section A: ***Achievements***

- a)** Consider what you believe to be the three (3) most significant achievements in your work at the Centre in the past twelve months? And why? (Think about improved work practices, critical situations you managed, contribution to service/team, any program/area initiatives).

Section B:

Special objectives

Using your position description and the special objectives set last year, comment on the outcomes against the objectives. (Comment on any unusual circumstances which affected you achieving the objectives or the degree of achievement. Or note how results met or exceeded the agreed objectives.)

OBJECTIVE	OUTCOME/S
1)	
2)	
3)	
4)	

Section D.

Objectives for next twelve months:

List 3 or 4 objectives that you want to achieve. How are these linked to the Centre's goals? What outcomes do you expect and how can they be measured? (These may include better ways of carrying out responsibilities, undertaking a special project or development as well as plans for self-development which enhance job performance and/or job satisfaction.)

These objectives will form the basis of the next formal staff development review.

Objective	Link to Centre goals	Outcomes expected	Measures of success
1)			
2)			
3)			
4)			

Section F

i) Outcome of Review

After SDR discussion, are there any unresolved matters or points of disagreement in relation to this review? If yes, what are they and why?

ii) Request for Committee Review

Do you wish to have a review of the process or outcomes of the SDR by the Committee and if so, why?

Approximate Date of Next SDR and progress review date/s

Signed:	
a) Staff member: _____	Date: _____
b) Supervisor: _____	Date: _____
If required:	
c) Committee: _____	Date: _____